



HEALTH AND SAFETY POLICY

Chair of Governors:

Designated Governor:

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Health and Safety Policy

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Introduction

This school policy should be read in conjunction with the following City Council and school policies:

- Newport City Borough Council Code of Conduct for Employees
- Ysgol Bryn Derw Staff Handbook

- Data Protection Policy
- Safeguarding Policy
- Anti-bullying Policy
- Strategic Equality Plan
- e-Safety Policy
- Social Media Policy

Primary responsibility for complying with the Health and Safety at Work Act 1974 rests with Newport City Council as employer of all education staff within the school. They developed policies and procedures on Health and Safety issues which are relevant to the operation of the school. The Council has delegated responsibility for implementing their policies to the Director of Education, who has further delegated responsibility for day to day management of Health and Safety on the school site to the Headteacher. The Governing Body will fully support the Headteacher in implementing these policies. The Governing Body accepts its responsibilities under the arrangements for the Local Management of Schools and will ensure, so far as is reasonably practicable, that the premises they control are safe and offer no risk to the health of users or others affected by their activities.

It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school. This policy takes the individual needs of our pupils into account and safeguarding of our pupils is paramount.

Regulation 3 (1) of the Management of Health and Safety Regulations 1999 requires employers to make a suitable and sufficient assessment of the risk for their employees and others not in their employment but who are affected by the undertaking ie, pupils, visitors and contractors who use the school site.

The Headteacher will make adjustments to the allocation of duties to reflect changes in personnel, circumstances or the needs of the day to day operation of the school, but major changes will be reported to the Governing Body in an annual review of this policy.

Aims

- To provide and maintain safe and healthy working conditions taking into account statutory requirements.
- To provide and maintain school accommodation, equipment and systems of work that are without risk to health.
- To minimise, so far as is reasonably practicable, all accidents through a process of risk assessment, providing relevant training and safety equipment.
- To create a culture in which all are aware of their responsibility to report hazards and participate fully in controlling risks.
- To ensure that pupil's medical needs are identified and met.

Responsibilities

GOVERNING BODY

The Governing Body will endeavour to ensure there is a safe working environment and safe working practices for all.

HEADTEACHER

The day to day management of the policy rests with the Headteacher, with ultimate responsibility taken by The Governing Body and the Local Authority.

The Headteacher will submit a Health and Safety Action plan to the Governing Body on an annual basis for approval. A copy will be sent to the local authority for information and communicated to school staff.

As Health and Safety Officer, with responsibilities for the line management of the site manager, the Headteacher will ensure that new staff receive the necessary induction in respect of health & safety protocols and procedures.

SITE MANAGER

The site manager is responsible for the day-to-day management of health & safety matters. The site manager is responsible for the following:

- Regular monitoring of all systems,
- Identifying risks,
- Training and informing staff of hazards,
- Completing and evaluating risk assessments,
- Ensuring moving and handling risk assessments are carried out,
- Reporting back to and working with the Headteacher
- Managing the caretaker(s) and cleaning staff.
- Health and Safety will be a regular item on the agenda at staff meetings, with the frequency being determined by issues arising but will be discussed at least once a term.

EMPLOYEE SAFETY REPRESENTATIVE

Employers have a duty to consult with their employees, or their representatives, on health and safety matters. The following are the representatives for the school:

- Employee safety representative (trade union rep):
- Representative of employee safety (non-trade union rep):

ALL STAFF (INCLUDING SUPPLY TEACHERS)

- Staff have a legal responsibility under the Health and Safety Legislation to safeguard themselves, colleagues and others in the work place. In order to achieve this, their duties include the following:

- Ensuring that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them and receive appropriate induction.
- Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements.
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary. This includes the health and wellbeing of pupils and ensuring safe practice at all times.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment should be visually checked before use.
- Reporting to the Headteacher any defects in equipment or identified inadequacies in procedures.

CARETAKER

The Caretaker has a legal responsibility under the Health and Safety Legislation to safeguard himself, colleagues and others in the work place.

Duties include:

- Ensuring that work colleagues are aware of the general health & safety requirements for activities relevant to them.
- Seeking information on any special safety measures to be adopted and ensure that they are adhered to.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate protective clothing, guards etc are in good condition and used. Visually check all electrical equipment before use.
- Reporting to the site manager, any defects in equipment or identified inadequacies or procedures. Where any defect renders the equipment potentially hazardous, isolating it and clearly labelling it 'Do not use'.
- Carrying out weekly checks on fire alarms and daily checks on exits ensuring that they open easily and are free of obstruction.

ALL STAFF

Fire safety

- Procedures for evacuating the premises are attached in Appendix 9. These are also displayed in each work area.
- The Headteacher and Deputy Headteacher are responsible for fire related matters that include:
- Ensuring that newly appointed staff receive induction training in emergency procedures.
- Organising at least two fire drills per term.
- Reviewing fire procedures as necessary and checking continued suitability of the pre-determined assembly points.
- Checking that fire notices are displayed in prominent positions throughout the building.

- Arranging with the Authority for annual testing of the fire alarm system and maintenance of fire-fighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinating fire arrangements with volunteer workers and contractors on site.
- Appointment of Fire Marshalls.

Accident and incident reporting

All staff are required to ensure that:

- All accidents, injuries and near misses are reported immediately to the Headteacher or Deputy Headteacher.
- An entry is made in the workplace accident book immediately.
- An employee accident report is completed and handed to the Deputy Headteacher or Headteacher.
- Staff must clearly state on self-certification forms whether or not an absence is due to an injury/illness as a result of a work activity.
- The Headteacher will report any notifiable event under the RIDDOR legislation to the local authority's Health and Safety Officer for reporting and liaison with the Health and Safety Executive.

First aid

The Headteacher has overall responsibility for the administration of First Aid.

There are designated staff qualified in first aid and a current rolling programme has been set up to ensure that those staff remain fully qualified in First Aid.

When pupils are taken out on visits and trips, the member of staff accompanying the pupils must ensure that a fully stocked First Aid Kit is taken with them, and that they are aware of any health problems of pupils in their care. This will involve the need to carry and administer specific medicines and carrying a mobile phone. Only staff who have been trained by the relevant nursing team should administer emergency medication.

Portable electrical appliances

Portable electrical equipment, including leads and plugs, must be inspected at the start of each term to ensure that they are maintained in a safe condition. Such checks must be recorded in an equipment register kept by them.

The school employs a contractor to undertake formal testing of all such appliances on an annual basis and ensures records are maintained.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of. Use of extension leads and multi plug adapters is discouraged and where used Staff must follow the extension lead policy.

Playground and play equipment

One of the caretaking staff carry out termly inspection checks of play equipment and play surfaces and a record of these inspections are kept in the school office, they inform the Site Manager or Headteacher of any hazards or problems. Each member of staff using the playground should make a visual check of all playground equipment.

Display screen equipment

Every effort will be made to provide work systems and an environment that will not create health problems. Any computer user who suffers discomfort must report such condition to their line manager. In compliance with the Display Screen Equipment Regulations, workstation assessments will be undertaken by the Councils Health and Safety Team upon referral. Remedial action will be taken where risks are identified. Risk assessments for conditions such as pregnancy and other specific medical conditions should be undertaken prior to working with equipment. Users are required to complete a self-assessment checklist. Members of staff identified as DSE users are entitled, on request to an eye and eyesight test for which the Council will pay. If the test shows that they need glasses for DSE work the Council are only required to pay for the cost of lenses and basic frames which will not exceed the amount prescribed by the local authority. Details can be supplied on request.

Contractors

Where services such as cleaning and grounds maintenance are contracted out, the contractor is responsible for setting, maintaining and affecting their own Health and Safety standards – so their activities do not put other people at risk. They should signpost areas and make sure they are cordoned off while work is being carried out. The site manager will ensure that contractors are made aware of any risks created by school activities and will ensure that an exchange of health and safety information is undertaken.

Students/Voluntary helpers/Visitors

The teacher in charge of students/volunteers must ensure that students and voluntary helpers are aware of the School's Health and Safety rules, regulations and guidelines. In general, visitors should not be left unaccompanied and should not be taken into hazardous areas. Where visitors are allowed free access to certain parts of the building they should be provided with instruction of actions to be taken in an emergency, and asked to sign in on arrival and sign out on departure. Specific risk assessments will be taken out for work experience students / employees under the age of 18.

All visitors must report to school reception on entering the site. They will not be allowed onto the site until staff are satisfied their visit presents no risks to staff, pupils or others on the site or have been authorised by leadership.

Visitors' names and vehicle details (if parked on the school site) will be entered into the Visitors Book when they come to the school. They will be given identification to show they are authorised visitors, and they will be given appropriate information about emergency and evacuation procedures. In the event of an emergency or evacuation, the Visitors Book will be taken to the assembly point by the school clerk and any visitors accounted for.

All visitors will be directed to read the relevant safeguarding information and will be asked to initial the Visitors Book to indicate that they have read it.

All visitors will be directed to turn off their mobile phones for the duration of their visit.

Smoking

Smoking is not permitted in any part of the schools accommodation or on the grounds. The School's No Smoking Policy is included in Appendix 8.

Manual handling operations

In compliance with the Manual Handling Operations Regulations the School will be required to carry out an assessment of handling activities and advise staff of any risks. Every effort will be made to minimise risks and where considered necessary, training will be given. Guidelines on moving and handling are included in Appendix 10.

Disposal of waste

All waste materials, substances or items must be disposed of in a safe manner and in designated disposal containers all in accordance with health and safety legislation. Special arrangements exist for the disposal of chemical and clinical waste and staff should seek advice from their line manager or the Headteacher if in doubt.

The clinical waste in school comes within the category of Groups B, D and E. These are disposed of weekly through Newport City Council. Staff should ensure they use personal protective equipment such as gloves and aprons as appropriate and should apply strict personal hygiene procedures, for example thorough washing of hands after contact with waste products.

Training

All staff are responsible for informing the Deputy Headteacher of any training needs identified. School Governors will offer support by offering training opportunities for staff and for allocating finances so as to meet the principal aims of Newport City Council Health and Safety Training Policy.

Risk assessments

The Management of Health and Safety Regulations requires all employers to assess the risks to which their employees and non-employees may be exposed as a result of their undertaking. The School's site manager will undertake risk assessments in conjunction with specialist teachers and advise staff of any identified risks and the preventive and protective measures which they should observe. A full risk assessment will be carried out on an annual basis but weekly monitoring is in place.

Should a near miss or incident occur, the risk assessments and procedures shall be revised and reassessed to take account of any failings and the local authority will be advised so that any useful feedback can be communicated to other schools.

Members of staff who are pregnant should notify their line manager as soon as possible so that a risk assessment of the working environment can be carried out to ensure the safety of the mother and baby.

Alcohol and substance abuse/misuse

The following list should be adhered to:

- Do not come to school under the influence of alcohol or drugs.
- Do not bring alcohol or non-prescribed drugs onto the school premises.
- Check with your doctor or pharmacist about the side effects of medication.
- Never drive or operate machinery if you are affected by alcohol or drugs (including some prescribed medication).

On recognising or being made aware of the symptoms of alcohol or drugs, the Headteacher will assess the member of staff's ability to carry out their duties and decide whether work activities are likely to put the individual or others at risk and if considered necessary can remove that individual from their duties.

Personal safety and lone working

Any staff working late in school (after 6 pm) must be mindful of their personal safety i.e. ensuring all windows and external doors are locked. Staff should be registered as being in school through the fob system and should register their departure with the fob. If any member of the staff is working alone in school, they should ensure that a colleague or family member is aware of their location (make sure this is recorded in the main office.) The school will ensure that suitable call and call back procedures are in place.

Home visits

Whilst we emphasise the value of home visits, staff can be vulnerable when entering a pupil's home. It is the responsibility of all staff to ascertain as much information as possible regarding the family they are visiting and to follow the following guidelines:

- Log all planned visits in the school diary.
- Let colleagues or a family member know where you are going and what time you are expected back.
- Avoid visiting alone in the hours of darkness.
- Ensure written confirmation of a home or external visit is in place.

School visits/off-site activities

The school adheres to the current LA's Educational Visits Policy. Visits involving adventurous activities are approved by the Outdoor Education Adviser.

The school has appointed Education Visits Co-ordinators:

- Headteacher
- Deputy Headteacher

Working at height

Any staff using ladders must have taken part in ladder training. If staff need to put up or change displays, appropriate equipment must be used. **STANDING ON A CHAIR TO REACH HEIGHTS IS NOT PERMITTED UNDER ANY CIRCUMSTANCE.**

Violent incidents

The Governing body and the city council will fully support any employee who is the subject of a violent incident in the course of their duties, giving due regard to the circumstances of the case. This support involves assistance in obtaining legal advice and paid time for interviews and court appearances.

A violent incident is any incident where an employee is threatened, abused or assaulted and includes:

- Physical attack - whether visible injury occurs or not
- Animal attack - where an animal is used as a threat, whether visible injury occurs or not
- Serious verbal abuse - when an employee feels threatened.
- This includes sexual or racial abuse.
- Attack against property

All violent incidents or near misses will be recorded on local authority forms, issued by the school office, completed accordingly and then handed to the Headteacher for processing, the school leadership team and the local authority being informed if then appropriate.

The Head Teacher will report all serious incidents to the Governing Body as soon as practical, and will prepare a summary of such incidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

Working in confined spaces/spaces containing asbestos

The school has a cellar which should not be entered without permission from the Headteacher. The key is kept with the Headteacher and all visits to the cellar are supervised by a member of the leadership team.

The school has an up to date asbestos management plan (which is kept in the main office at all times) and access to these areas is subject to the conditions of the plan.

Stress management

The school recognises the importance of managing stress in the workplace. We will identify hazards and assess work related risks to mental health with the aim of reducing them so far as is reasonably practicable in accordance with the local authority's procedure on Stress Management. This procedure is fully supported by the Governing Body.

The information provided by risk assessments will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

E-safety/personal social media

All staff are responsible for familiarising themselves with and adhering to the school's e-safety and social media policy.

All staff are required to sign the ICT Acceptable Usage Agreement for Staff and Community Users before using the school's ICT resources.

Breaches of policy

Any breach of this policy would be deemed as gross misconduct and will lead to disciplinary action being taken against the staff member/s involved in line with Ysgol Bryn Derw or City Council Disciplinary Policy and Procedure.

Contracted providers of Ysgol Bryn Derw or City Council services must inform the relevant school or City Council officer immediately of any breaches of this policy so that appropriate action can be taken to protect confidential information and limit the damage to the reputation of the school and the City Council. Any action against breaches should be according to contractors' internal disciplinary procedures.

The school/county will not be held responsible for any injury sustained as a result of failing to act in accordance with the protocols and procedures set out in this policy.

APPENDIX 1

Food technology

Most accidents happen in the home. This has to be recognised within the context of our Food Technology lessons. It is hoped that by establishing good practice within the school context that this will transfer into the home setting.

The Lead teacher for Science and Technology will have overall responsibility for the food Technology equipment.

This will include:

- Checking the condition of all equipment before use and reporting any faults or damaged items to the Headteacher or Deputy Headteacher.

General guidance

- Staff and pupils should wear the designated protective clothing and ensure that loose hair is tied back and jewellery removed during food preparation.
- Ensure personal hygiene rules are followed.
- Pupils must not be allowed to store possessions on the floor where they can cause a tripping hazard.
- Hand washing to be thoroughly undertaken before food preparation using liquid soap and paper towels.
- Separate hand washing facilities (not used for food preparation) are provided.
- Oven gloves should be checked before each lesson and removed if showing signs of wear. Staff must be aware of the risks due to gas, defective pilot lights, worn electrical leads etc. They must also know where to locate main switches.
- All electrical appliances to be switched off and unplugged when not in use.
- Gas supplies to relevant equipment to be turned off after each lesson.
- Pan handles to be turned into the side and held when stirring contents.
- Any spillages on floor must be wiped up immediately and signposted.

APPENDIX 2

Caretakers' duties

The Caretakers are responsible for undertaking regular checks around the school and in relation to the fabric of the building as directed by the site manager. All hazards and risks, or areas requiring repair should be reported to the Headteacher and removed or made safe. Areas should be signposted if damage cannot be rectified immediately.

Ladders and steps used in school should be checked before use and formally inspected for defects every six months and a record kept.

The Caretakers will ensure that a system is in place for disposal of hazardous items (such as broken glass etc).

The Caretakers are responsible for the boiler house and heating system. Arrangements will be made for annual servicing.

The Caretakers are responsible for monitoring recommended cleaning products or other substances that are used on the School premises by themselves and other staff members.

The Caretakers should be aware of the principles of good moving and handling techniques and not attempt to move heavy items on their own.

Cleaning staff

The Cleaning staff are responsible for monitoring and storing recommended cleaning products or other substances which they use. Substances must be locked away in a designated cupboard and COSSH registers used.

The Cleaning staff should be aware of the principles of good moving and handling techniques and not attempt to move heavy items on their own.

The Cleaning staff have a duty to ensure the safety of all occupants in the building whilst cleaning is in progress and should operate a system of work for preventing risks. Any areas that are wet or a slip hazard should be signposted.

Any member of the Cleaning staff experiencing problems with materials used must inform their supervisor.

APPENDIX 3

Safety in physical education

- The Teacher in charge of PE activity has the responsibility for monitoring and overseeing safe practices in PE, games and swimming.
- Recommendation of the British Association of Advisors and Lecturers in PE should be followed where practicable. A copy of 'Safe Practice in PE' should be retained by the Health & Wellbeing co-ordinator.
- All PE equipment must be visually checked before use. Formal testing of specialised apparatus will be undertaken on an annual basis by an approved body/company. Such assessments shall be arranged by the Headteacher.
- No apparatus or equipment should be used at any time unless directly supervised by a member of staff.
- Outdoor areas should be visually checked for hazardous objects/substances prior to lessons.
- All members of staff involved in the PE activity must ensure that pupils involved are suitable dressed with appropriate footwear. Jewellery should be removed and long hair tied back. (Staff should set a good example).
- Outdoor shoes should not be worn for internal PE lessons.
- Pupils must not eat during PE lessons.
- Medical records will be consulted in order to highlight asthmatic and epileptic children as well as those with specific needs or difficulties.
- Staff must remove jewellery before PE lessons and wear appropriate clothing.

APPENDIX 4

Medication and health care

INDIVIDUAL CARE PLANS

Children who have medical/ nursing needs will have an individual healthcare plan that will be written by a relevant Health Care Professional and signed by the Health Care professionals, Head teacher and parents. The care plan should be reviewed annually and updated if any changes occur.

This document holds information about the child's medical/ nursing needs and the input they receive from professionals.

This document is confidential but will accompany children on outside visits and to hospital (in the case of an emergency). A member of staff should accompany the child if the parent is not available.

Administration of Medicines

The information below is based upon issues identified in the Welsh Office document "Supporting Pupils with Medical Needs: A Good Practice Guide" (December 1997) and local authority guidance.

PARENTAL CONSENT

Medication, including non-prescription medication, can only be administered with written parental consent of the parents/ guardians. It is the responsibility of parents to provide the school with clear, up to date instructions with regard to the administration of medicines. Parents are responsible for notifying the school of any changes in medication details.

Under no circumstances should medication be given to children to carry. All medication must be in date and clearly labelled with the child's name.

STORAGE

All medication will be stored in a lockable facility and under the control of medical professionals. Staff cannot be required to give medication unless the child is out on an educational trip. It may then be given by suitably trained classroom staff. All medication must be in date and clearly labelled with the child's name.

EDUCATION GUIDELINES ON ADMINISTRATION OF EPILEPSY MEDICATION

- Buccal Midazolam (also known as Buccalam) / Rectal Diazepam is prescribed to children who have epilepsy and require emergency medication to control seizures that last longer than 5 minutes. Some children/young people who have diagnosed epilepsy will have an epilepsy care plan that has been written by the epilepsy specialist nurse and the consultant. The emergency care plan describes the child's seizures and the care required if the child has a prolonged seizure. It will have clear instructions about when to administer the drug. Classroom staff are annually trained in the administration of the drug.

- Education staff must have knowledge of the emergency care plan and when it is necessary to administer the drug, the dosage required and the method for administration of the medication. This information will be contained within the emergency care plan.
- Education staff need to have Epilepsy training and have regular training updates to be able to give Buccal Midazolam/ Rectal Diazepam in an emergency procedure. The Headteacher is responsible for liaising with the Epilepsy specialist nurse or other health professional who will provide the epilepsy training to the education staff.
- Parents should provide written consent agreeing for the emergency medication to be given. In the event of administering the drug, parents should be notified.
- The medication should be stored in a locked cupboard that is easily accessible at all times. When the child is off the school premises a nominated person should be responsible for the safe storage of the medication and ensure that it is with the child at all times.
- Education staff have a responsibility to observe the child and report any concerns, changes in seizures, increase in the number, frequency and/or duration of seizures to the parent and the relevant medical professional.
- Education staff must inform the parent, head teacher and the relevant medical professional if they administer emergency medication. The date, time and amount of medication must be recorded by the person administering the emergency medication by completing the record on the epilepsy care plan.
- Parents need to be informed if their child/ young person has a seizure and a written record needs to be maintained. The information needs to include the date and time of seizure, duration and the outcome.
- If the child requires a 999 ambulance and transfer to hospital a member of education staff must accompany the child/ young person to hospital, taking their emergency medication, emergency care plan and information about the child with them. The member of education staff must stay with the child until the parent arrives.

PUPILS WHO ARE UNWELL AT SCHOOL

If a child becomes ill whilst in school:

- Inform the Headteacher or a member of SLT
- A member of SLT will telephone parents.
- If Parents/ Carers are not able to collect, the child will remain in school and be monitored by staff. They will be kept in a safe, quiet place, away from other pupils.
- In an emergency, a member of SLT will dial 999 and request an ambulance. Parents/ carers will be notified and reassured.
- A member of the class team will accompany the child to hospital with the child's notes. She/he will remain with the child until the parent/ carer arrives.

ADVICE ON COMMON AILMENTS

DIARRHOEA – pupils may remain in school if he/ she suffers with loose stools as a matter of normality, has a medical condition e.g. coeliac, is on antibiotic resulting in loose stools or is being treated for constipation.

If it is believed the child is suffering from infectious diarrhoea as a result of a stomach bug, they should be sent home and remain at home until 48 hours after the symptoms have ceased.

VOMITING – pupils may remain in school if he/she suffers from vomiting as a matter of normality e.g. reflux, he/she is taking any medication which may cause an adverse reaction.

If it is believed the child is suffering from infectious vomiting as a result of a stomach bug, they should be sent home and remain at home until 48 hours after the symptoms have ceased.

RASHES – pupils may remain in school if the rash is non infective e.g. eczema.

Pupils should be sent home if he/she has any infective rash e.g. impetigo or scabies.

APPENDIX 5

Good practice health and hygiene care

CHANGING NAPPIES/SANITARY TOWELS/CHILDREN WHO HAVE WET OR SOILED THEMSELVES

- Staff should wear gloves and disposable plastic aprons that are located in the accessible toilet/changing areas.
- Staff should prepare the soapy and moistened wipes prior to lifting/hoisting children onto the bed to avoid leaving them on the bed with the risk of rolling off.
- If the child needs to lie down to be changed, staff should place one piece of large blue roll on the bed under the bottom area prior to lifting/hoisting the child onto the bed.
- Remove nappy/sanitary towel /soiled clothes, and place in nappy bin (metal). Soiled clothes to be placed in a carrier bag, knotted and placed directly into the child's bag. Alternatively, if they are to be washed at school, placed in the red bag for contaminated laundry.
- Do not rinse soiled clothes in the children's wash hand basins. Place in large bag and secure.
- Use wipes with soap and water to clean the child, rinsing soap off with moistened wipes.
- Dry thoroughly with dry wipes.
- All wipes to be placed in bin bags. These are for contaminated waste.
- Assist child back to chair/onto floor.
- Place the used piece of blue roll in the yellow bag.
- Remove gloves and place in yellow bag.
- Secure child into wheelchair, if appropriate.
- Spray bed with Actichlor anti-bacterial cleaner and wipe off with a dry wipe, place this wipe in the bag.
- Wash your hands using bacterial wash.
- If the child has touched their groin area during the change wash their hands with soapy water/wipes or use a wipe with it on and rinse off, dry thoroughly.
- Proceed back to lesson.

Wiping faces and noses e.g. saliva, catarrh/ after snacks or drinks

- There is no need to wear gloves when carrying out any of these activities provided the child is free from infection.
- Place the tissues or wipes in the bags for waste which can be found in each class.
- Use the pedal to raise the lid.
- Wash your hands thoroughly afterwards.

ACTION IN THE EVENT OF LOSS OF BODY FLUIDS E.G. BLEEDING/ VOMIT/URINE/ FAECES

Blood spills

- Put on gloves and use wipes (where appropriate) to apply pressure or reduce the spread of blood around the classroom.
- Call the first aiders or escort the child to the medical room as appropriate.
- In normal circumstances use wipes and dispose of them in the bags.

- Several wipes may be needed and the bin may need to be brought to the child.
- When the blood flow has stopped/eased clean the child up and remove gloves.
- Wash your hands thoroughly and the child's hands if necessary.
- If there is blood spillage on the floor or furniture, keep the other children away whilst it is cleaned up.
- Class room staff are expected to clear up using the procedure below.
- Signpost the area until it is safe to return.
- **In the event of a serious injury occurring in class, contact the First Aiders IMMEDIATELY. They will decide if an ambulance is required.**

Vomit

- Put on gloves, reassure the child, use wipes (where appropriate) for the child's face and clothes.
- Move them away from the contaminated area.
- If they are going to vomit again, those that can, should be directed swiftly towards the toilet, those that can't should use the disposable vomit bowls, (kept under the sink in each classroom).
- Class room staff are expected to clear up using the procedure below.
- Signpost the area until it is safe to return

Urine and Faeces

- Put on gloves.
- Use wipes to pick up any obvious lumps of faeces and place in the toilet.
- Contaminated wipes should be placed in the bags, not in the toilets as they can cause a blockage.
- Move children away from the contaminated area, the child who needs attention should be discreetly taken out to the toilet and procedure (1) followed for changing nappies/children who have wet or soiled themselves.
- Class room staff are expected to clear up using the procedure below.
- Signpost the area until it is safe to return.

PROCEDURE FOR CLEANING CONTAMINATED AREAS

- Use red mop, bucket filled with hot/cold water as appropriate and red dust pan.
- Ensure that children are kept away from the contaminated area.
- Mop up excess using hot water and mop. In the case of blood spillage use cold water.
- If the vomit or urine is on vinyl flooring or an area e.g. doorway that is in use a wet floor sign should then be collected from the Maintenance office and placed over the wet area.
- After 30 minutes put on gloves and spray dustpan, brush and contaminated site with Actichlor bacterial cleaner. Leave to dry. Wash your hands thoroughly.
- Rinse mop and bucket with fresh clean water in Maintenance office, hang up on hook to dry.
- Signpost the area until it is safe to return

This should be adhered to regardless of the room in which the incident occurred e.g. classroom or dining hall.

PROCEDURES FOR CLEANING UP NON-CONTAMINATED MATERIALS E.G. PAINT OR FOOD

- All classrooms are equipped with a blue mop and bucket, dustpan and brush. These should be used to clean up general non-contaminated material in class e.g. water after water play.
- Staff should ensure that the bucket remains empty between uses and that the mop stands head upwards to dry between usage.
- In the event of food being dropped in the dining hall wipes can be used to pick up the majority of the spillage, placing both food and wipes in the usual left-over food bin (black bag)
- The kitchen staff will then use their mop and bucket with hot soapy water to clean-up the remaining spillage.
- A wet floor sign should then be collected from the Maintenance office and placed over the wet area.
- Signpost the area until it is safe to return.

FOOD HYGIENE PROCEDURES

- Some of our pupils may salivate excessively and lose food that has been in their mouth during mealtimes and morning snack times. The younger children wear washable PVC aprons and the older children wear disposable aprons during lunchtimes.
- These aprons are regarded as contaminated when saliva and food drop on them. Therefore the disposable aprons should be placed in the bags after use and the washable ones taken to the laundry room.
- The wiping of children's faces during and after mealtimes is commonplace and these wipes should be placed in the bin.
- Individual cloths are used for each child.
- Staff must ensure that they only use the wipes once and do not contaminate the water by putting it back in the water.
- After mealtimes have finished the catering staff will use the Actichlor bacterial spray to thoroughly clean the tables and chairs. They should ensure the floor is kept free of any food substances.
- The catering staff are responsible for the disposal of left-over food.
- Staff should ensure that they wash their hands prior to helping children at lunchtimes.
- Classroom staff must ensure that the eating surfaces are sprayed with Actichlor prior to mealtime commencing.
- This procedure should also be followed prior to any class cookery activities.
- These used wipes should then be placed in the yellow bags.

ROUTINE CLEANING OF SURFACES/TOYS AND BEDDING

- Good hygiene practices must be employed by all staff at these times.
- Bedding must be washed weekly
- Toys must be sprayed with Actichlor and wiped monthly unless they have been in contact with a child with an infection.
- Hygiene procedures for trips out of school and residential holidays.

- An adequate supply of gloves, wipes and tissues should be taken to deal with any foreseeable requirements eg. incontinence, vomit etc.
- An adequate supply of yellow bags to contain soiled nappies and any other contaminated materials should be taken. Used bags should be kept away from children and secured. On return to school, this bag should be deposited in the allocated bin outside.

APPENDIX 6

No smoking policy

RESTRICTIONS ON SMOKING

- A ban on smoking in enclosed public and work places was introduced in Wales with effect from 2nd April 2007
- The legislation was introduced by the Assembly to protect people from the harmful effects of inhaling second-hand smoke.
- The law affects public and work places which are enclosed, including pubs, restaurants, private members' clubs, shopping centres, offices, factories and canteens.
- Vehicles are also included if they are used for transporting the public or if for work by more than one person.
- Smoking is not allowed anywhere in the school buildings, the surrounding sites and in vehicles used for school business.
- The 'No Smoking' restriction applies to all evening use.

APPENDIX 7

Staff fire procedure

- All staff must be familiar with all means of escape. All staff should be aware of where the fire assembly points are.
- All staff should know the method of operation of the fire alarm system and position of all operating points.
- All staff must be familiar with the location of fire extinguishers.
- On hearing the alarm a member of the Reception Staff will summon the emergency services.
- Designated fire marshals will be wearing appropriate high visibility jackets and are trained to assist.

IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU

Sound the alarm by operating the nearest alarm point.

Evacuate the building (see evacuation procedure).

EVACUATION PROCEDURE

The evacuation signal is a continuous note on the Fire Alarm. On the sound of the alarm, escort all persons in your charge from the building, (USING THE NEAREST EXIT) ensuring that all doors through which you pass are closed after you, to the assembly point.

DO NOT STOP TO COLLECT BELONGINGS.

- Pupils who are unable to walk should be assisted wherever possible by hoisting into wheelchairs. However, where the risk of life is great and time does not permit, staff should use appropriate moving and handling techniques.
- On arrival at the assembly area, assemble into class groups, the school's Administrative Officer will then hand you your class register for the roll to be confirmed. Notify the Headteacher at once if any persons are missing.
- Please include your staff members and any volunteers in your roll call.
- Fire Marshalls have been allocated to check all of the school rooms for remaining people and to make sure all the fire doors are closed.
- The building is not to be re-entered until told to do so by Headteacher, Deputy Headteacher or emergency services.
- The School's Administrator will check all visitors, contractors etc. against the visitors book.

APPENDIX 8

Use of extension leads

- When used only those with three-core cable are permitted. All equipment must carry the PAT test label.
- The earth conductor must be connected.
- Extension cables should never run under carpets.
- Extension cables should never be run through doorways.
- Extension cables must be checked as part of the regular testing programme (i.e. added to the inventory).
- The use of extension cables is only acceptable as a temporary measure. It should only be used when there is no other option. Regular use indicates the need for additional sockets and such a requirement should be reported to the Headteacher.

BEFORE USE CONSIDER/ENSURE:

- Does the location of the lead present a tripping hazard?
- Is the maximum load marked on the extension lead?
- Will the maximum load be within the safe rating?
- Has the extension lead undergone a visual check (see above)?
- Is the lead knotted or twisted?
- Is there any strain on the cable?
- Has the lead been unwound from any drum?